



JAY DARDENNE  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2016-006

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, SPHR, IPMA-CP, SHRM-SCP *RND*  
Human Resources Director

**SUBJECT:** Criminal Background Checks

**DATE:** January 8, 2016

To ensure compliance with the Fair Credit Reporting Act (FCRA) and Equal Employment Opportunity Commission (EEOC) guidance, the responsibility for completion of criminal background checks shall be conducted by the Human Resources Division for any employee and/or volunteer performing law enforcement duties or providing primary care and supervision of individuals up to age 18, in the absence of parental or other appropriate guardians, while engaged in interpretive duties.

To this end, the following policies and forms have been established and/or revised:

- Issuance of new policy, PPM #48 – Criminal Background Checks policy, which details the timeframe and procedures required relative to the completion of criminal background checks;
- Addition of Authorization of Criminal Background Checks form, which is to be completed by the applicable employee/volunteer and submitted by the supervisor to the Human Resources Division to request a criminal background check;
- Revision of PPM #23, Conditional Offer of Employment Policy, to include reference to the authorization form and PPM #48 should a criminal background check be required for a prospective employee.
- Revision of the Conditional Offer of Employment form, to include that a criminal background check may be required as part of the prospective employee's pre-employment screenings.

The above policies and forms are available on Channel Z at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index> and also have been attached for your convenience. Should you have any questions, please contact the Human Resources Division at (225) 342-0880.

*Supervisors: Please make this memo available to those employees that may not have email access.*

**Please Post and Circulate**